



JOHN F. KENNEDY SPACE CENTER, NASA

KENNEDY SPACE CENTER, FLORIDA 32899

REPLY TO
ATTN OF: AA-PCO

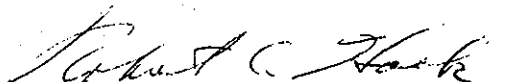
MEMORANDUM

TO: Distribution

FROM: AA/Manager, Apollo-Skylab Programs

SUBJECT: Skylab Program Directive No. 61, "Skylab Policy on Accountability for Experiment Material Returned from the Skylab Missions"

The attached Skylab Program Directive No. 61 is provided for your information only as there is no impact upon the center. A copy of my Briefing Note to the Center Director concerning this Directive is also included.


Robert C. Hock

2 Enclosures

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BRIEFING NOTE TO: Dr. Debus

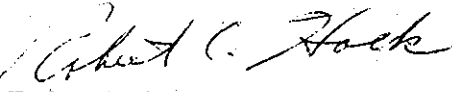
MAY

1973

SUBJECT: Skylab Program Directive No. 61, "Skylab Policy on Accountability for Experiment Material Returned from the Skylab Missions"

This Directive is being provided to the Directorates for information only. It pertains to the disposition of items returned from orbit for which KSC is not involved.

There is no impact on this Center.


Robert C. Hock

APR 17 1973

SKYLAB
PROGRAM DIRECTIVE NO. 61

TO: DISTRIBUTION

FROM:


WILLIAM C. SCHNEIDER
Director, Skylab Program

SUBJECT: SKYLAB POLICY ON ACCOUNTABILITY FOR EXPERIMENT MATERIEL
RETURNED FROM THE SKYLAB MISSIONS

HEADQUARTERS OFFICE OF PRIME RESPONSIBILITY: SKYLAB EXPERIMENTS (MLA)

I. PURPOSE:

The purpose of establishing a policy on accountability for experiment materiel returned from the Skylab missions is two-fold: one, to insure the integrity of experimental data embodied in the returned materiel, whether it be specimens, films, tapes, or whatever; and two, to prevent loss, theft or unauthorized use or disposition of such materiel for purposes of commercial exploitation or any other misuse that would reflect adversely on the Skylab Program, NASA, or the United States Government.

II. SCOPE

This directive is applicable to all NASA organizations with cognizance over the development of Skylab experiments or which have a role in the handling or disposition of Skylab materiel returned from the missions.

III. POLICY

It is Skylab policy to maintain personal and institutional accountability for the security and integrity of specimens, samples, equipment returned for calibration, films, magnetic tapes, containers, holders, magazines and any other experiment items returned from orbit. Items in the Official Flight Kit and the Astronaut Preference Kit are covered by NMI 8020.19 and are not included under this directive.

IV. REQUIREMENTS

The Experiment Development Center for each of the Skylab Experiments is required to prepare rules and procedures to assure appropriate safeguarding of returned Orbital Experiment Materiel. These rules should cover specimens, samples, equipment returned for calibration, films, magnetic tapes;

APR 17 1973

the containers, holders, magazines, etc. associated with them, and any other items returned from orbit associated with the Skylab experiments. The rules and procedures should cover the adequacy of provisions for environmental and physical security as well as the handling and accountability of the materiel, and should address the problems of accidental loss, theft, substitution, or unauthorized use, whether by negligence or willful action.

Provisions should include:

1. Definition of Terms
2. Scope and Applicability of the rules
3. Assignment of Responsibility
4. Procedures and Documentation for:
 - a. transportation
 - b. storage, handling, access control
 - c. transfer and exchange with other investigators
 - d. public display
 - e. return to NASA
 - f. permanent/final disposition
5. Inventory and audits
6. Steps that should be taken in the event of suspected theft, loss or misuse.

It is recognized that the rules may take different forms depending on the exact nature of the materiel, the kinds of hazards that threaten it, and the nature of the legal agreements with the Principal Investigator, whether it be by contract, grant, international agreement, interagency agreement, or by the terms of employment of in-house staff. If more than one center has responsibility for a particular item, the affected centers should coordinate a jointly agreed set of rules.

The Johnson Space Center has responsibility for establishing procedures, security, transportation, and any other measures identified as constraints or requirements by the Experiment Development Centers to cover the handling of returned orbital experiment materiel from splashdown through delivery to bonded storage at JSC (or other location if so designated in special cases).

APR 17 1973

V. IMPLEMENTATION

Each center should review the experiments for which it is responsible and the extent to which existing rules and procedures already meet the intent of this directive. The results of this review together with proposed additional rules and procedures should be transmitted to MLA/Skylab Experiments Office, NASA Headquarters by April 27, 1973. After Headquarters Skylab Program Office concurrence, the provisions should be incorporated into the experiment agreements as appropriate.

APR 17 1973

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